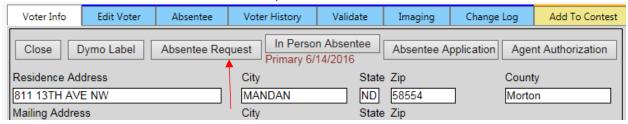
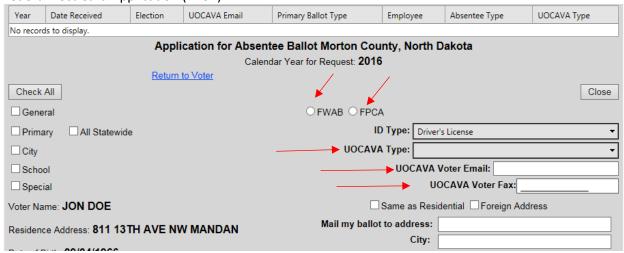
#### **Processing UOCAVA**

## Processing a UOCAVA Application Received by Mail or Fax

To process a UOCAVA Application that you receive in some way other that through VOICES, enter into the individuals record. Click the Absentee Request button on the Voter Info screen.



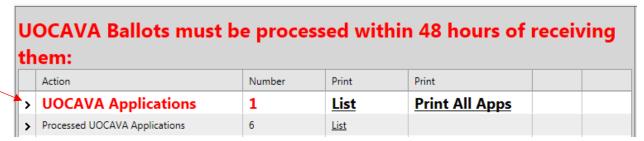
From here, you process this as a normal absentee, but you want to add the additional UOCAVA Information. Also, please indicate if the application was a Federal Write-in Absentee Ballot (FWAB) or a Federal Post Card Application (FPCA).



Before the 46<sup>th</sup> day before the election, the only option for you to select is to send to the batch.

## **Processing Electronic UOCAVA Absentee Ballot Requests.**

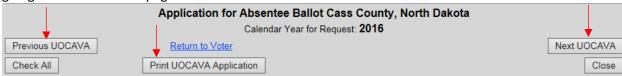
On the Home Scree, there is a UOCAVA section in the upper left, under the dropdown menus. From here you can Print All Apps so that you have the hard copies. To start processing them, click the expand arrow under UOCAVA APPLICATIONS.



From there, click **Select** 

	Action				Number		Print	Print Pri					
~	UOCAV	Α	Applicati	ons	1		<u>List</u>	Print /		All Apps			
	Voter Link		Voter ID	Name		idence dress	City		ip	DOB		DL#	Status
	Select 103		103215	RANDY C HAALANI	211 9TH AVE NW		BOWMAN		8623- 1420	10/10/1983		HAA- 83- 0773	

This will bring you into the same absentee application processing screen, but all of the information should be entered for you already. Also, here you have the additional option to Print UOCAVA Application, to print the individual's application. Once you have Submitted this for Batch or Processed this request, you can use the Next or Previous UOCAVA buttons to continue processing them without going back to the home page.



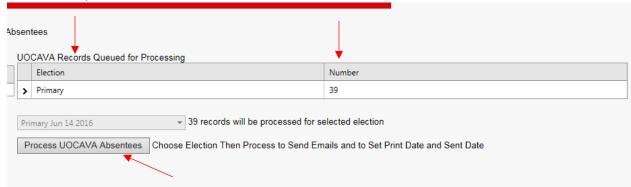
## **Once Processed**

These have been processed, they will appear under the processed UOCAVA Applications on the Home page.

>	UOCA	VA App	lications		1	List	Pr	int A	II App	)S				
-	Processed	d UOCAVA A	Applications		6		List							
	Voter Link	Voter ID	Name	Residence Address	City	Zip	DOB		DL#	Status	County	Date Added/Update		
	Select 23437 John B Smith			2122 29th Ave S	Fargo	58103	01/01/1980				Cass	03/01/2016		
	Select	347845	Justin Anderson	1304 15TH ST SE	MANDAN	58554	11/02/1990				Morton	03/01/2016		
	Select 347845 STUAR		JUSTIN STUART ANDERSON	211 9TH AVE NW	BOWMAN	58623- 4420	08/28/1980		AND- 80- 5874		Bowman	03/07/2016		
	Select	57800	LEAH RAE GUNTHER	702 2ND AVE S	HETTINGER	58639- 7456	11/18/19	53	GUN- 53- 5789		Adams	03/18/2016		
	Select	103215	RANDY C HAALAND	211 9TH AVE NW	BOWMAN	58623- 4420	10/10/198	83	HAA- 83- 0773		Bowman	04/27/2016		
	<u>Select</u>	103215	Randy C Haaland	2122 29th Ave S	Fargo	58103	10/10/198	83			Cass	03/01/2016		

## Creating Batch UOCAVA Emails and Mailing Labels – Available on the 46<sup>th</sup> Day Before the Election

To process all of the UOCAVA Records that you have sent to batch, go to Elections>Absentee>Process Batch Absentees. On the right, top half of the screen, you have all of the UOCAVA records that you have sent to batch, click the Process UOCAVA Absentees button.



#### This will send out all of the emails to the UOCAVA applicants and create the batch for the labels.

	Election	Total Count	Mail Count	Fax Count	Email Count	Date Printed	Date Sent	Batch ID							
>	Primary	38	11	0	27	4/28/2016	4/28/2016	60	View Proof List	Print Avery Mail Labels (5160)	Print Avery Election Labels (5160)	Print Avery Mail Labels (5162/5962)	Print Avery Election Labels (5162/5962)	Print Dymo	Resend Emails
>	Primary	1	1	0	0	4/21/2016	4/29/2016	57	View Proof List	Print Avery Mail Labels (5160)	Print Avery Election Labels (5160)	Print Avery Mail Labels (5162/5962)	Print Avery Election Labels (5162/5962)	Print Dymo	

If you had any that requested a faxed ballot, you will have to fax the ballot to them; the system does not do this.

# Processing UOCAVA After the 46th Day Before the Election

After the 46<sup>th</sup> day before the election, the only option when processing the application will be to Submit and Process Absentee. Using this button will automatically send the email for those who have chosen electronic. If it is mail or fax, this will bring you to the page for printing the Dymo labels.

#### **Receiving UOCAVA Electronically Marked Ballots**

Once the ballots sent electronically have been marked and returned, you will have another area in the UOCAVA section of the home screen called **UOCAVA Marked Ballots**. Click on the expand arrow to see all of the individuals that have returned their ballots, and click <u>Select</u> to go into their ballot. From here you can print their ballot to be recreated on official ballot stock for tabulation.



Once you have opened this record, it will move from the UOCAVA Marked Ballots to Processed UOCAVA Marked Ballots. From here, you can select that record again if you need to reprint the ballot.